



GENERAL SERVICES DEPARTMENT  
OPERATING PROCEDURE

Number: 2.3

Date Issued\*: 11/19/07

Revised/Revised: 6/20/13

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**Subject: Safety Audits**

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**I. PURPOSE**

Safety Audits (Inspections) are done to review work practices, work place environments and safety programs in order to ensure the safety and health of the employees, as well as to ensure compliance with City, State and Federal regulations.

**II. RESPONSIBILITIES**

**A. Division Administrators**

Review all audits related to their Division and ensure safety discrepancies have been abated in a timely manner.

**B. Superintendents**

Review audits related to their areas and ensure safety discrepancies are corrected in a timely manner (see section III. A. 3. b).

**C. Supervisors**

Participate in safety audits related to their areas of responsibility and provide input to auditors related to their areas of expertise.

**III. SAFETY AUDITS (INSPECTIONS)**

**A. Performance of Safety Audits**

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1. Audits may be performed by any of the following: GSD Safety Coordinator, Division Superintendents, Division Supervisors, or Central Safety Services.
  2. Audits are conducted at the direction of the GSD Director's Office, Division Management, the Department Safety Coordinator or Central Safety Services.
  3. Audits are conducted at random or on scheduled intervals, or they may be in response to an accident or injury.

**a) Requested Audits**

If a GSD Division or Section needs assistance in complying with a safety requirement, or if they are unsure of the adequacy of a safety procedure or practice, it may request a safety audit. Requests shall be made in writing to the GSD Safety Coordinator who will review the request and schedule a site visit for the audit. If necessary, GSD staff or Central Safety Services may be asked to assist with the audit. After evaluating the request, the GSD Safety Coordinator will provide a written report to the Division detailing the results of the audit and corrective action(s) if necessary.



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b) **Scheduled Audits**

The GSD Safety Coordinator will perform a scheduled safety audit of one GSD Division every three months. Results of the audit will be distributed to the Division Administrator for discrepancy abatement. Discrepancies shall be corrected within 5 working days unless there is an immediate threat to life and health, which will be addressed at the time of the audit. These internal audits are to be utilized by the Division as a self-evaluation of their safety practices.

**B. MAIT (Multi-Agency Inspection Team) Inspections**

Central Safety Service's MAIT conducts scheduled safety audits of all City facilities. A copy of the MAIT inspection report is forwarded to the GSD Safety Coordinator who, in turn, forwards the results of the report to the Division Administrator for abatement of discrepancies. The Division shall take necessary steps to address the issues identified in the MAIT report and prepare a response to the Department Safety Coordinator including abatement date, how the discrepancy was abated, and any pending work order requests for repairs. The Department Safety Coordinator shall prepare a written report to Central Safety Services within 30 days of the MAIT inspection.

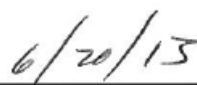
**Attachments:** None

**References:** OSHM – S-016 Multi-Agency Inspection Team and Inspection Protocol  
<http://drupal.ci.tucson.az.us/files/central-safety/pdfs/oshm/S-016.pdf>

**Review Responsibility and Frequency:** General Services Department Safety Coordinator shall review this procedure annually.

**Authorized:**

  
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Department Director

  
\_\_\_\_\_  
Date